



## Graduates Aging Out of the School System: Accessing Adult Services from the NJ Division of Developmental Disabilities

### A TIMELINE FOR STUDENTS EXITING SCHOOL AND TURNING 21

To be determined eligible for services all applicants must complete either the short or the full application

#### □ STEP 1 Apply for Medicaid Eligibility

- Information about Medicaid eligibility information can be found here: [www.nj.gov/humanservices/ddd/individuals/applieservices/medicaid](http://www.nj.gov/humanservices/ddd/individuals/applieservices/medicaid)
- For additional help, email [DDD.MediEligHelpdesk@dhs.nj.gov](mailto:DDD.MediEligHelpdesk@dhs.nj.gov)

#### □ STEP 2 Apply for DDD Eligibility

- Individuals can begin applying for DDD Eligibility any time after 18 years old
- Call the DDD Community Services Office closest to where you live and/or download the DDD Eligibility Application here: [www.nj.gov/humanservices/ddd/individuals/applieservices](http://www.nj.gov/humanservices/ddd/individuals/applieservices)

#### DDD Community Services

Flanders: 973-927-2600  
 Freehold: 732-863-4500  
 Mays Landing: 609-300-1898  
 Newark: 973-693-5080  
 Paterson: 973-977-4004  
 Plainfield: 908-226-7800  
 Trenton: 609-292-1922  
 Voorhees: 856-770-5900

#### □ STEP 3 Complete NJ Comprehensive Assessment Tool (NJCAT)

- As part of the application process, individuals will complete the NJCAT with a DDD Intake Worker, usually from the DDD Community Services Office closest to where they live. Learn about the NJCAT here: [www.nj.gov/humanservices/ddd/individuals/applieservices/assessment](http://www.nj.gov/humanservices/ddd/individuals/applieservices/assessment)

#### □ STEP 4 Complete the Support Coordination Agency Selection Form

- When the individual is in their last year of receiving school-based services, the Support Coordination Agency Selection Form is completed and submitted. Research Support Coordination Agencies here: [www.nj.gov/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf](http://www.nj.gov/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf)

## SEPTEMBER – JUNE: Preparation and Planning

#### ✓ Participate in webinars and activities offered about Transition Planning

- Planning for Adult Life ([www.planningforadulthood.org](http://www.planningforadulthood.org)) offers monthly educational sessions for students with intellectual/developmental disabilities ages 16-21 and their families, and other resources, like:
  - Webinar Wednesdays – monthly webinars on transition-related topics
  - GOT PLANS? ONLINE LESSONS – a downloadable guide and fun instructional videos

#### ✓ Participate in webinars offered by Division of Developmental Disabilities Office of Transition to Adult Life and Employment

- DDD Welcome Sessions and Transition Thursdays are for people and families to learn about the transition process, including services available through DDD. To sign up for DDD Transition news and announcements, scan the QR code or email [DDD.TransitionHelpdesk@dhs.nj.gov](mailto:DDD.TransitionHelpdesk@dhs.nj.gov).



- ✓ Explore person-centered planning tools to help individuals in identifying their vision for work and life and the supports **needed** to achieve this vision
  - To get started, review the DDD Person-Centered Planning Tool: [www.nj.gov/humanservices/ddd/documents/person-centered-planning-tool.docx](http://www.nj.gov/humanservices/ddd/documents/person-centered-planning-tool.docx)
  - Use Charting the Life Course tools during the person-centered planning process: [www.lifecoursetools.com](http://www.lifecoursetools.com)
- ✓ Learn about Support Coordination (*Care Management*)
  - Support Coordination is the care management model used by DDD to help people access DDD services and other needed medical, social and educational services. Learn more about Support Coordination here: [www.nj.gov/humanservices/ddd/individuals/community/care](http://www.nj.gov/humanservices/ddd/individuals/community/care)
- ✓ Learn about Service Providers
  - Use the DDD Provider Search Database to find service providers in your area: <https://irecord.dhs.state.nj.us/providersearch>

## FEBRUARY/MARCH: Support Coordination Agency Selection

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- ✓ Complete and submit the Support Coordination Agency Selection Form (**STEP 4**)
  - The individual’s DDD Intake Worker will provide a Support Coordination Agency Selection Form during the eligibility application process. There is a better chance of getting a selected agency if the individual identifies both a first-choice and second-choice agency. There is an up-to-date list of Support Coordination Agencies here: [www.nj.gov/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf](http://www.nj.gov/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf)
  - Return the completed Support Coordination Agency Selection Form to the DDD Intake Worker who helped the individual with the eligibility application process.

## APRIL: Support Coordination Agency Assignment

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- ✓ DDD assigns the student to a Support Coordination Agency
  - DDD assigns all graduating students to a Support Coordination Agency, even if they turn 21 in June, based on the completed selection form and available capacity of the person’s first-choice and second-choice agencies.
  - Once assigned, the Support Coordination Agency can receive funding to attend exit IEP and/or transition-related meetings at the school and begin working with the individual and family to develop the Individualized Service Plan (ISP).

## APRIL – JUNE: Service Plan Development

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- ✓ Develop the Individualized Service Plan
 

The Support Coordinator is responsible for writing the Individualized Service Plan (ISP), with guidance from the planning team (individual, family, providers, etc.) and information gathered during the person-centered planning process and completion of the NJCAT.

### Students Turning 21 July – March

- Ensure that **STEP 1**, **STEP 2**, and **STEP 3** are complete
- 2-3 months before services are needed, reach out to the individual’s DDD Intake Worker to complete **STEP 4**.